

## ROUTING AND RECORD SHEET

DDA Subject

SUBJECT: (Optional)

Draft Notice - Language Incentive Program

DD/A Registry

81-1961/2

FROM

Chief/Language School

EXTENSION

NO.

DATE

10 November 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Language Development Committee Members:

2. Chairman  
7D18 HQ3. DDO Representative  
2C20 HQ4. NFAC Representative  
2F24 HQ5. O/DCI Representative  
1006 Ames Building6. DDA Representative  
7D18 HQ7. DDS&T/STO (FYI)  
6E45 HQ8. NFAC/STO  
2F42 HQ9. DDS&T Representative  
412 Key Building

10. Chief, Language School

11. 426 CoC

12.

13.

14.

15.

1. Language Development Committee policy has been to pay Achievement Awards at a maximum level of 4. The intent of this policy is to automatically exclude native speakers from eligibility for those awards. An exception was made to this policy for those few employees who achieve 5 level through learning. We have treated this exception under 3.Policy b.(4) on page 8 and prefer to treat it as an exception rather than add a level 5 to the Achievement and Maintenance Awards schedule. Including a 5 level payment schedule will require endless explanation. We believe excluding the 5 level on the payment schedule is the most prudent approach administratively and will do no harm to the few who earn this award. A 5 level award will be handled by an individual memo which establishes the "learned" aspect of the award rather than submitting Form 3268 which is the normal procedure.

2. Changes suggested in the 28 October LDC meeting are incorporated in this draft plus as much simplification as possible. Please return to C/LS by 18 November with further corrections, suggestions, deletions or additions. Thanks.

2. to 10.

No suggestions or corrections.

Approved **ROUTING AND TRANSMITTAL** SDP84B00890R000800010026-3

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EC/DOA</i>	<i>[Signature]</i>	13 NOV 1981
2. <i>ADDA</i>	<i>[Signature]</i>	11/16
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

Approved for Release 2003/08/13 : CIA-RDP84B00890R000800010026-3